



**CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY
Page 1 of 2**

**#T2767 ASSISTANT RECREATION CENTER DIRECTOR
MONTHLY SALARY: \$2513 to \$3037**

APPLICATION FILING PERIOD: **FIRST DATE:** October 19, 2007

LAST DATE: November 28, 2007

Applications received later than 5:00 p.m. on the last date to apply will be rejected. Please apply promptly since vacancies may be filled as soon as a sufficient number of applicants has been processed. Persons may apply only once during this application filing period. Future application filing periods may be announced

THE POSITION: Assistant Recreation Center Directors develop, plan and implement a wide range of recreational activities and events. Duties include directing large and complex special events and activities at a recreation center; supervising and/or leading the work, and assisting in the training of subordinates; scheduling and assigning work; using computer software to assist with budget and other administrative duties; participating in recreation program preparations which may include assisting with lifting and carrying tables, chairs, equipment, supplies, etc.; and performing other duties as assigned.

MINIMUM REQUIREMENTS: You must meet the following requirement(s) on the date you apply, unless otherwise indicated.

EDUCATION: Completion of 60 semester or 90 quarter college units, which must include 30 semester or 45 quarter college level units, respectively, of recreation course work or physical education courses.

-OR-

EXPERIENCE: Any combination of full or part-time recreation leadership experience equal to two years full-time (3600 hours) which must include planning, organizing, conducting and/or supervising recreation programs at a recreation center, community center, playground, or other recreation facility.

-OR-

An equivalent combination of education and experience (as described above) that equals two years. (One semester unit equals 60 hours of work experience; one quarter unit equals 40 hours of work experience.)

NOTE:

Most assignments will require working evenings, weekends and some holidays.

HIGHLY DESIRABLE:

1. College level education in Recreation, Physical Education, Business Administration or a closely-related field.
2. Experience working at a recreation center.

LICENSE: A valid California Class C Driver's License may be required at the time of hire.

HOW TO APPLY: You must complete a **STANDARD EMPLOYMENT APPLICATION** for this position by responding to all questions and submitting the completed application to the City of San Diego Personnel Department. You may complete/submit a hard copy (paper) application or an online application via the internet. Please read the following instructions for each method of submission.

HARD COPY (Paper Submission)

1. You must also submit a completed DATA ENTRY FORM.
2. To show proof of any required degrees, certificates, licenses, etc. you must attach a copy of the documents to your application.

ONLINE (Internet Submission)

1. Do **NOT** complete /submit a Data Entry Form. The information will be automatically added to your file.
2. To show proof of any required degrees, certificates, licenses, etc. you must submit a copy of the documents in person **or** FAX/MAIL them to the Personnel Department **with the cover sheet** provided during your online session. Follow the instructions on the cover sheet.

THE SCREENING PROCESS will consist of a comprehensive evaluation of the **Standard Employment Application** for applicable education, experience, and/or training. Only those applicants whose qualifications most closely relate to the position requirements will be placed on the eligible list.

ELIGIBLE LIST: Candidates who are successful in the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **one year**. For each vacancy, only those candidates with the most appropriate qualifications will be contacted by the hiring department for an interview.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

SUPPLEMENTAL QUESTIONS – In Section 4 of the Standard Employment Application, you **MUST** respond to the following numbered questions or your application **will be rejected**. Read the directions on the application form carefully and be sure to follow all instructions.

Describe your experience and qualifications in each of the following areas: (Write “NONE” if you do **not** have any qualifications in a specific area)

1. Describe your experience developing, planning and supervising recreation activities and programs. (Specify types of activities and programs.)
2. Describe your experience organizing, conducting and/or supervising leagues and events. (Specify types of leagues and events.)
3. List the computer software with which you have experience. (Indicate your level of proficiency.)
4. Describe your professional experience in each of the following recreation programs.
 - a. Sports Programs
 - b. Cultural Arts (Including arts and crafts, drama, dance, music, etc.)
 - c. Special Events
5. List your college level course work related to Recreation, Physical Education, Business Administration or a closely-related field.
6. Describe the professional recreation experience you have working at a recreation center. (Include type of recreation center, i.e., playground, community center, recreation facility.)

TMP/October 19, 2006/Class 1192

• THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT •

“WORKING HARD TO KEEP SAN DIEGO WORKING” by providing “America’s Finest Service for America’s Finest City.”

All City employees are expected to be courteous, knowledgeable, and prompt in all the services we extend to both internal and external customers.

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • “WORKING HARD TO KEEP SAN DIEGO WORKING”

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

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